

## **2.0 Waste Reduction Policy**

Cal/EPA Boards, Departments and Offices (BDOs) will fulfill their roles articulated in Chapter 764, Statutes of 1999 (Strom-Martin, AB 75). This law, commonly referred to as AB 75, addresses waste diversion and reporting responsibilities and requires state agencies and large state facilities to divert from landfills or transformation facilities at least 25 percent of their solid waste by January 1, 2002, and to divert 50 percent by January 1, 2004, through source reduction, recycling, and composting activities.

In addition to our statutory requirements, Cal/EPA BDOs embrace the principle of Zero Waste. Zero Waste minimizes waste, maximizes recycling, reduces consumption and ensures that products and materials are reused, repaired, or recycled back into nature or used as a raw material. "Waste Reduction" is a term used to encompass various activities that reduce waste; the primary activities are source reduction, reuse, and recycling.

This policy applies to the Cal/EPA Headquarters building and satellite offices, except where noted. Each BDO shall implement measures to facilitate and promote agency wide participation in waste reduction activities. All employees, vendors, and visitors shall be encouraged to actively participate in source reduction, reuse, and recycling. Each BDO will:

1. Submit AB 75 report, annually, on or before April 1
2. Include recycling and waste reduction information in new employee orientation materials
3. Provide routine updates and reminders to staff regarding waste reduction activities including source reduction, reuse, and recycling

### **2.1 Source Reduction**

See section 1.1 Source Reduction.

### **2.2 Reuse**

Employees are strongly encouraged to seek out existing inventories of products or supplies prior to placing an order for new items. This includes obtaining products from internal inventories, the building-wide "Second Chance Outlet" for staff at headquarters, or the Department of General Services Property Reutilization Program. Procurement staff is empowered to suggest to any and all employees that request a product that they should first check existing inventories.

Employees at headquarters who have accumulated surplus or underutilized materials, supplies, or equipment are encouraged to place these products into their local supply area or, with their supervisor's approval, into the "Second Chance Outlet."

## **2.3 Recycling**

Employees are urged to take full advantage of the recycling opportunities available to them. In the Cal/EPA Headquarters Building, current recycling programs include corrugated cardboard, mixed paper, white paper, beverage containers, foam peanuts, food scraps, pallets, Tyvek envelopes, transparency film, computer components and other electronic wastes, compact disks, 3.5 inch computer diskettes, toner cartridges, inkjet cartridges, and batteries. Other opportunities to keep materials from the waste stream will occur on a seasonal basis including products such as greeting cards, calendars, and personal cellular phones. As needed, additional materials will be added to the program when economically feasible. In all cases, materials will be recycled to their highest and best use.

All employees in the Cal/EPA Headquarters building are expected to take responsibility for the waste they generate. All trash generated in an employee's workspace must be transported to a centrally located trash container.

Vendors and guests to our facilities are expected to participate in our recycling programs and should be notified of this expectation. Agreements and contracts for products or services should clearly state the expectation that recycling is a requirement of doing business with our facilities.